

MONTANA CHEMICAL DEPENDENCY CENTER

POLICY AND PROCEDURE MANUAL

Policy Subject: Short Term Workers	Related Policies:
Policy Number: PRP28	Standards/Statutes:
Effective Date:	Page 1 of 2

PURPOSE: To define the use and function of short-term workers within the facility

POLICY: Short term workers as defined in MCA 2-18-101 and Pay Plan 060 Rules 3-0505 which means a person who: (a) is hired by an agency for an hourly wage established by the agency; (b) may not work for the agency for more than 90 days in a continuous 12 month period; (c) is not eligible for permanent status; (d) may not be hired into another position by the agency without a competitive selection process ; (e) is not eligible to earn the leave and holiday benefits provided in part 6 or the group insurance benefits provided in part 7 of MCA 2-18-101; and (f) is terminated at the end of the employment period and must be re-hired to continue relief work.

PROCEDURE:

- A. Short term workers may be hired in any category of staff within the facility with the exception of Management Level staff.
- B. Short term workers are not guaranteed any specific number of days to work within any period of time, however, any shift or time worked in a given day is considered one of the 90 day maximum number of days eligible to work in a continuous 12 month period.
- C. Short term workers are not eligible for union membership even if the relief work position is a union position for full time employees.
- D. Short term workers are typically used to cover time when full time employees use sick or vacation time and are able to be scheduled in advance, however, frequently short term workers are called on short notice to cover shifts when full time staff unexpectedly call off.
- E. Short term workers must be available on short notice to cover a shift as staffing patterns are often very fragile and require adequate coverage.
- F. Failure to make oneself available for the relief position hired for and the agreed times of availability may be consideration for termination of employment.
- G. Agreement when called to cover a shift and then calling off for the agreed upon time puts the facility, co-workers and the patients at risk and may be consideration for termination of employment.

- H. Latitude is provided for short term workers relative to situations arising that may cause someone to not be able to work when called upon, however, three refusals to work or three call-offs in any given month may be consideration for termination of employment.
- I. Short term workers are expected to be able to be contacted easily with some form of telephone access and messaging capability. Checking messages and promptly returning calls to work is imperative. It is also required that the person who knows they are not going to be available for a period of time to let Human Resources staff of MCDC know of their temporary unavailability.
- J. Supervisors for short term workers are the established supervisors for the discipline that the short term workers is hired for and report directly to that supervisor for all elements of their employment.
- K. Short term workers may be eligible to receive time and a half pay for working holidays by request of their supervisor and approval of the Facility Administrator or their designee. In no case shall a short term workers person be used to fill in any time, if in fact other full time employees, particularly union employees, have expressed a desire and are part of a priority call out list, or are provided preference by bargaining unit agreement, to work overtime.

Revisions: _____

Prepared By: David J. Peshek	Administrator	3/26/2005
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Approved By: _____	_____
<i>David J. Peshek, Administrator, Montana Chemical Dependency Center</i>	<i>Date</i>